



Office of the City Clerk

Weekly Report – for Week Ending July 31, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

2016 Neighborhood Council (NC) Elections

A proposed Memorandum of Understanding between the City Clerk and EmpowerLA for the 2016 NC Elections was submitted to EmpowerLA for review.

A meeting was held between City Clerk, EmpowerLA, and the vendor Everyone Counts (E1C). Key decisions were 1) The City Clerk will develop the Candidate Filing application and 2) E1C will develop the Stakeholder voter registration application with requirements coming from EmpowerLA.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	0
Number of Notices/Publications	0
Number of Contracts Attested	71
Number of Council Files Created	86
Number of Claims Received	84
Number of Referrals	14
Number of Council Meetings	2
Number of Committee Meetings	3

Neighborhood and Business Improvement Districts:

The City Council adopted the *2013-14 Annual Planning Report* for the L.A. Tourism Marketing District BID.

The Gateway to LA renewal and the proposed South Park II BIDs ballot tabulations were conducted. The Gateway to LA passed with 82.13% in favor and South Park II passed with 85.39% in favor. The City Council adopted the Ordinances of Establishment for the two Business Improvement Districts.

Staff submitted assessment data for the Fashion District Business Improvement District to the Los Angeles County for placement on FY 2015-2016 Secured Tax Roll.

The proposed Central Avenue Business Improvement District reached 50.32% petition level. The Ordinance of Intention and City Clerk report will now move forward for Council Committee consideration.

The consultant contract was processed and mailed to Urban Place Consulting for the proposed Hollywood Western Business Improvement District.

City Archives Research - The department of Building & Safety investigated their department history.

Photo Licensing - We received a request from the producers of “Bridging the Divide: Tom Bradley and the Politics of Race,” to negotiate use licenses for images that are included in their documentary.

Records Storage - In consultation with Real Estate Services we agreed to prioritize the limited space in the City Records Center for the departments that were affected by the fire damage to the North Figueroa Towers.

TOP ITEMS

- ***Gateway to LA and South Park II Business Improvement Districts were renewed.***
- ***Central Avenue Business Improvement District reached > 50% Petition Level for Creating a new BID***
- ***1,500+ Payroll Transactions Completed***



Office of the City Clerk

Weekly Report – for Week Ending July 31, 2015

Novus Agenda Management - Systems Staff have been testing a new release of Novus Solutions Agenda Management Software. Problems identified during testing have been resolved by the vendor and the new version will be installed onto the production system in the coming week.

Council File Subscriptions - The Council files subscription database currently being managed by the Information Technology Agency (ITA) will be transferred back to the City Clerk. We are developing a new system to provide a simple way to subscribe to Council Files and all supplemental Council files with a single click. The current process requires subscribing to each file separately. This is a common feature request from the public and Neighborhood Councils.

Fiscal/AB1290/General City Purposes - 1 new contract was executed and 8 contracts are in progress. The GCP Council District Community Services Account rollover spreadsheet for the Controller was completed.

Personnel - Staff completed over 1,500 personnel and payroll transactions in the last 2 weeks; conducted 5 New Hire Orientations and 2 exit interviews for the Mayor and Council Offices; continued efforts to change-out and update of all building access badges for City Council staff (85% complete); created several salary and VC payout reports for Council; and reconciled the accounting records of termed out Council employees that have transferred to other offices and Departments effective July 1.

ISSUES

None to report.

UPCOMING . . .

Electronic Confidential Council Documents Project - Testing will begin for the electronic submittal and dissemination of confidential documents to replace paper processes.